



*transmitted via e-mail*



Monday, January 28, 2019

Mr. Marty Green  
Environmental Hazmat Services, Inc.  
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**Notice to Proceed with DDPHE Project 2019-ECM-JOB-0031, Materials and Waste Management for the Denver Department of Solid Waste; Priority 1.**

Dear Mr. Green:

This is your Notice to Proceed under the cost structure of the Cleanup Contract ENVHL-201844158-00 to assist the Denver Department of Solid Waste (SW) with clean-up of abandoned materials and wastes in the City for all of 2019. This work is scheduled to begin immediately, though we recognize you have provided some services under this project already since the start of the new year. The scope of work is as follows:

Provide two or more trained laborers to accompany a team of City Police and City Solid Waste staff for daily clean-up of impacted areas. Perform this clean-up service weekdays, typically between the hours of 8 AM and 1 PM. The service area will be, predominantly, a 6-square block area centered on the intersection of Lawrence Street and Park Avenue West but may include other areas as requested by the City.

During this clean-up, your laborers will aid in the pick-up and removal of materials found on the sidewalk and streets. Your laborers must expertly separate and contain for disposal sanitary wastes, sharps, putrescible wastes and wastes of a chemical nature.

Wastes may consist of litter, food, spoiled food, human waste, discarded clothing and other articles contaminated with bodily fluids, items that are wet, and chemical products. Your laborers may also encounter firearms, medications, and illegal drugs. Team members from the Denver Police Department will intercede in the management of firearms, medications, and illegal drugs.

Items that are considered suitable for collection and storage must be transferred to containers supplied by the City (typically carts), and you must transport these containers to a nearby storage site for temporary safekeeping.

The City requires that your staff first package collected items in see-through plastic bags (e.g., as drum liners) before they are placed in a cart for storage. You must supply these bags.

Supply a truck with the capacity to carry loaded carts of items and provide an operator for that truck. The truck must have the capacity to carry eight (8) or more full City 95-gallon carts. A truck with a lift gate is required. The truck may also be needed to cart several single large items such as bicycles, furniture, and appliances.

Implement recordkeeping and documentation, per the City's direction and as needed to support the City's goal of short-term storage and safekeeping of collected items. This is a critical element of project success. The contractor must exercise a practical means of identifying carts that contain the item sought by claimants and must record details about location and contents.

As part of this work, the City requires you to track and record waste volumes, and the findings of special wastes collected per worksite per day. Specifically, you must to compile a report listing: a) the location, b) the approximate volume of typical sanitary wastes collected, in cubic yards and c) the number of used hypodermic needles (sharps or syringes) and other paraphernalia. This report must be submitted weekly to DDPHE and Denver Solid Waste.

Your laborers are expected to don level D or modified level D PPE for most of their labor. This could consist of sturdy outerwear and a safety vest. Alternatively, laborers may choose to don disposable Tyvek coveralls, disposable gloves, safety glasses, and a P95 or P100 filtering facepiece respirator as deemed necessary. At all times while collecting items

1/28/2019

Marty Green, Environmental Hazmat Services, Inc.

Re: NTP for 2019-ECM-JOB-0031, Materials and Waste Collection for Denver Solid Waste

page 2

and wastes, the laborer(s) will be accompanied by a City Safety Officer. The Officer will perform communication with members of the public and direct your laborers in what actions they must take for safety.

Each week day, and some weekend days as directed, the City requires you to staff the storage site and provide service to persons seeking to retrieve their possessions. Your storage site staff must include a security guard with actual security services training, such as an off-duty police officer, or an employee of a commercial security service for the hours that the retrieval storage site is staffed. The location of the storage site may change during the year and will be communicated by the City's Solid Waste Division Project Manager.

The site is to be manned so that it is open for retrieval of items weekdays, and, possibly, some weekends, for several hours per day as directed by Solid Waste Division Project Manager.

The cost for actual waste disposal is excluded from this scope of work. The City anticipates that the majority of wastes generated in this project will be sanitary wastes that can be placed in a trash bag and deposited in a City dumpster for unrestricted disposal at a landfill. Any regulated wastes (sharps, some household chemical products) must be taken to the City's Central Platte Campus Regulated Waste Management Facility (RWMF) for management and disposal by the City at a later date. The City anticipates that the majority of wastes generated in this project, that would be otherwise regulated, may be handled and disposed of directly onsite in the field as exempt household hazardous waste.

This work is authorized on the basis of discussions and agreements between you and the Solid Waste Division Project Manager. Your work must be performed satisfactorily, per contract unit costs and terms, and for a fee not to exceed \$350,000.00. If, at some point in the year, total charges to the City's Solid Waste Division for this project work approach the approved total budget of \$350,000, you must cease work prior to exceeding this limit on charges, and communicate immediately with the Solid Waste Division Project Manager. The Solid Waste Division, may, at its discretion authorize a change-order for extending the duration of your services.

Please send invoices directly to Ms. Charlotte Pitt, Manager, Denver Solid Waste, by email at: Charlotte.Pitt@denvergov.org.

Please be sure to list on each invoice the following information:

- a) Project ID: 2019-ECM-JOB-0031
- b) Contract: ENVHL-201844158-00
- c) Purchase Order: PO-00057250

Please know that the City's Solid Waste Division Project staff may regularly consult with you to request small improvements or changes to schedules, locations, or activities so as to best meet the City's needs. The City truly relies on your cooperation and expertise in this area.

Please contact me directly if you have any questions regarding waste management, adherence to the contract, approved rates, problems with billing, or concerns regarding scope.

Sincerely,



Paul Bedard, Manager.  
Environmental Management & Operations

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rev'd (cp)\_x\_